

Policy

Continuing Professional Development



Authorising Body:	Board
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	POL Continuing Professional Development

1.0 Introduction

The RANZCP Continuing Professional Development (CPD) Program provides a pathway for participants to appraise and further develop professional practice, maintain knowledge, skills, and performance standards, and provide high quality, safe psychiatric care.

The RANZCP sets the recognised standard for CPD for psychiatrists in Australia and New Zealand as delegated by the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ). CPD is a mandatory, annual activity undertaken by RANZCP Fellows or Affiliates. The RANZCP CPD program is an essential part of public assurance of the ongoing professionalism of Fellows and the quality of their practice.

The RANZCP CPD Program assists members to meet the requirements of the relevant regulatory bodies in Australia and New Zealand. The RANZCP will continue to work with participants in Australia to meet the requirements of the MBA's Professional Performance Framework (PPF) and, participants in New Zealand, to meet the recertification requirements of the MCNZ.

2.0 The CPD Program

The RANZCP CPD program aims to facilitate and support activities that promote engagement, reflection on current practice and the ongoing development of skills and knowledge. The program embraces adult and lifelong learning principles and aims to be:

- flexible and inclusive of a wide range of activities
- supportive of participants
- responsive to feedback, audit of the program and research in the evolving field of CPD.

Completing a minimum program of CPD to meet the specialist medical registration standard is an obligation of registration for psychiatrists in both Australia and New Zealand. This obligation is the responsibility of every individual practitioner. The RANZCP may defer participation in the RANZCP CPD program, however it cannot waive the requirements of registration.

3.0 Aims of the CPD Program

The aims of the CPD program are to:

- facilitate the participation of Fellows, and other RANZCP CPD participants, in ongoing professional development activities, ensuring that a proportion of this participation is conducted with peers
- encourage a culture within the RANZCP of professional practice review and reflection on professional practices
- monitor and audit the RANZCP CPD process by examining participation in the program and evaluating the effectiveness and the relevance of the program to its participants
- consider advances in the field of continuing professional development and to contribute to knowledge and research in this area
- facilitate compliance for both the College and its CPD participants with the requirements of regulatory bodies including Medical Boards in various jurisdictions.

4.0 Participation

- 4.1 Participants in the RANZCP CPD program may include Fellows of the RANZCP, Affiliates and, on payment of the CPD fee set annually by the RANZCP, other practicing psychiatrists and medical practitioners.
- 4.2 Active participation in the annual RANZCP CPD Program is a mandatory activity for all active RANZCP Fellows and Affiliates.
- 4.3 Participation in CPD for medical practitioners is a requirement for medical registration and annual renewal in Australia and New Zealand including Affiliates, Fellows and individual members of the CPD program.
- 4.4 Participants must provide evidence of compliance with the CPD program annually as required and participate in audits as requested.
- 4.5 Participation of non-RANZCP members in the RANZCP CPD program does not imply membership of the RANZCP, and non-member participants may not represent themselves as RANZCP members or access the benefits of membership beyond those directly related to the CPD Program.
- 4.6 Fellows who no longer hold a practising certificate and have formally advised the RANZCP of their retirement are not required to meet the requirements of the CPD program annually. They will have the option to participate in CPD should they wish and will continue to have access to the online resources, including Learnit.
- 4.7 Fellows who may have limited practice but do not meet the requirements of the RANZCP Applications for Retired Fellow Status policy are required to meet the requirements of the CPD program annually. The Committee for Continuing Professional Development (CCPD) may consider, on a case by case basis, requests from members in circumstances where specialist registration is no longer held by the member.

5.0 Enrolment in CPD

- 5.1 All active Fellows and Affiliates of the RANZCP are automatically enrolled in the CPD program each year. This includes those with a status of Fellow Exempt.
- 5.2 On attainment of Fellowship of the RANZCP new Fellows are enrolled in the CPD program and receive an email from the CPD Office advising them of the requirements of the program.
- 5.3 New Fellows who attain Fellowship after 30 June in any given year will be enrolled in the CPD Program and expected to engage in CPD activities for the remainder of that year but will not have to meet the annual requirements for that year. Their first claim will be due for the first full calendar year of Fellowship.
- 5.4 Enrolment in the RANZCP CPD program is also open to other psychiatrists and medical practitioners in practice at the discretion of the CCPD, and upon payment of the published fee.

5.4.1 The CCPD may vary the published fee for individual members in the CPD program in exceptional circumstances and upon receiving a written application for consideration.

- 5.5 Former RANZCP members may only be re-enrolled in the CPD Program as an individual CPD participant upon application and after any outstanding fees owed to the RANZCP have been paid. Individual participation in CPD does not indicate membership of the RANZCP.
- 5.6 Where payment of Fellowship / CPD fees has not been made by the 30 June (or by alternative arrangements made with the RANZCP) participants will be unable to access online resources including Learnit and their CPD Certificate until payment of Fellowship / CPD fees is finalised or an alternative arrangement has been made with the RANZCP.
- 5.7 Former trainees who have been formally excluded from the training program by the RANZCP may not be enrolled in the CPD program as a non-member participant without permission from the Education Committee and the Board.
- 5.8 Enrolment in the RANZCP program is not available to non-medical practitioners.

6.0 Records of Participation and CPD Claims

- 6.1 The CPD year commences on 1 January and concludes on 31 December annually, by which time it is expected that all annual activity will have been logged.
- 6.2 There is an extended reporting period from 1 January to 31 March during which activities from the preceding CPD year can continue to be entered into the online system. This period may be varied at the discretion of the CCPD and the Education Committee (EC).
- 6.3 Participants in the CPD program are required to keep records of all approved CPD activity undertaken using the RANZCP online portal My CPD.
- 6.4 Where a participant is unable to use the online system, requests for paper based or hard copy CPD claims may be considered on a case by case basis.
- 6.5 A fee may be required for the submission of a paper based or hard copy CPD claim.

7.0 Completion of the Program

- 7.1 Completion of the RANZCP CPD program is defined by the CCPD as participating in at least 50 hours of CPD each year, including the minimum requirements of:
 - 7.1.1 the development of a professional development plan (PDP) which is deemed to be a 5 hour activity
 - 7.1.2 10 hours of Formal Peer Review Activities
 - 7.1.3 5 hours of Practice Development and Review / Quality Improvement Activities
 - 7.1.4 25 hours of Self-guided learning

7.1.5 an additional 5 hours of CPD in any category.

7.2 Changes to the RANZCP CPD program may be recommended to the Education Committee and the Board by the CCPD, for example to ensure that participants meet any changes to registration standards required by the Medical Board of Australia or the Medical Council of New Zealand.

8.0 Standards for CPD

8.1 The CCPD may make a recommendation on the appropriate CPD category and section for a specific activity.

8.1.1 This authority may be delegated to a group defined in the regulations for the CCPD and constituted for this purpose.

8.2 Recommendations made by the CCPD, or a group delegated this authority, on CPD activities are published in the Frequently Asked Questions document or webpage on the website, which is a reference document for this policy.

9.0 Audit

9.1 Audits are conducted by the CPD Office on 10% of CPD claims each year in accordance with the requirements of the Australian Medical Council and the Medical Council of New Zealand.

9.2 To achieve success in audit, evidence must be provided that verifies participation in at least the minimum CPD requirements during the year.

9.3 New Fellows will not be included in the annual audit of CPD claims in their first full year of Fellowship.

9.4 Members who submit late claims may, at the discretion of the CCPD, be subject to special audit.

9.5 Further details are contained in the CPD Audit Policy <[Audit Policy](#)>.

10.0 Non Completion of CPD

10.1 Where participants are not meeting the requirements of the RANZCP CPD program, the primary aim of the CPD administration team and the CCPD is to support the participant to meet the minimum requirements.

10.2 Participants in RANZCP CPD who fail to submit a claim for a particular year, either via logging the minimum CPD requirements on the online My CPD system or via hard copy should this be permitted by the CCPD, shall be regarded as having not completed the CPD program for that year.

10.3 Participants in RANZCP CPD who submitted a claim for a particular year but did not return audit documentation when requested to do so, shall be deemed to have not met the requirements of the audit and shall be regarded as not having completed the CPD program for that year.

- 10.4 Where participants do not meet the requirements of the RANZCP CPD program, and following reasonable efforts by the CPD administration team and the CCPD to support them to meet the requirements of the CPD program, enrollees will be referred to the Education Committee.
- 10.5 Claims received after the close of the extended reporting period (midnight 31 March AEST of the year following the CPD year) are considered to be late claims. Further detail on how late claims are managed is in the Policy and Procedure for CPD Claims <[Claims Policy](#)> which should be read in conjunction with this policy.

11.0 Deferral or waiving of CPD

- 11.1 Completing a minimum program of CPD to meet the registration standard is an obligation of medical registration in both Australia and New Zealand. This obligation is the responsibility of the individual psychiatrist. The RANZCP may defer a member's participation in the RANZCP's CPD program, however it cannot waive the requirements of registration.
- 11.2 Participants who are on leave from practice for a significant part of the CPD year may apply to the CPD Office to have their CPD deferred for that year. The implications of this action should be checked with the relevant medical registration authority.
- 11.3 Participants who are experiencing significant personal health issues, or who are caring for immediate family members with significant health issues, may apply to the CPD Office to have their CPD deferred for that year. The implications of this action should be checked with the relevant medical registration authority.
- 11.4 Applications for deferral, withdrawal, or retirement from participation in the RANZCP CPD program must be made using the application for deferral/withdrawal published on the RANZCP website <insert link>.
- 11.5 Deferral/withdrawal applications will be considered by the CCPD or any properly constituted group delegated the authority to determine RANZCP CPD standards.

12.0 Variations to the published RANZCP CPD program

- 12.1 There are limited circumstances (as outlined in this Policy) in which RANZCP CPD participants can complete less than the full CPD program.
- 12.2 Fellows who are admitted to Fellowship after 30 June are not required to complete the full CPD program in the year of their admission to Fellowship of the RANZCP.
 - 12.2.1 Participation should be pro rata for the number of months remaining in the CPD year.
- 12.3 CPD participants, such as Affiliates or non-members, joining the program after 30 June are not required to complete the full program for that year.
 - 12.3.1 Participation should be pro rata for the number of months remaining in the CPD year.

12.4 Other requests for a variation to the full program will be considered by the CCPD or any properly constituted group delegated the authority to determine standards.

12.4.1 Such requests may be made by individuals, for example those who have had a period of leave, or groups of psychiatrists.

13.0 Fellows undertaking CPD in international Colleges

13.1 Certificates of completion of the CPD programs of international Colleges of Psychiatry are not automatically recognised as fulfilling the requirements of the RANZCP program.

13.2 For a Fellow's participation in overseas CPD programs to be recognised as fulfilling the requirements of the RANZCP program, evidence of CPD activity, mapped to the RANZCP program and logged in My CPD, must be provided.

13.2.1 To ensure Peer Review requirements are met, an Overseas Fellow may need to liaise with the CPD office for the recognition of local Peer Review Groups (PRGs) and the logging of PRG activity in My CPD

13.3 Fellows residing overseas who retain practising registration in Australia or New Zealand are required to meet the requirements of the RANZCP CPD program as detailed in 14.2 above.

13.4 Where Fellows do not hold practising registration in Australia or New Zealand, they can request that the certificate of completion of the CPD program of their local professional body be accepted as meeting the requirements for membership of the RANZCP.

14.0 Fellows undertaking Certificates of Advanced Training

14.1 Fellows undertaking Certificates of Advanced Training may use appropriate elements of the training program to meet their RANZCP CPD requirements.

14.2 It is not appropriate to list the duration of the Certificate of Advanced Training as CPD.

15.0 Reporting on Participation

15.1 In accordance with the requirements of the Medical Board of Australia (MBA), the Medical Council of New Zealand (MCNZ) and relevant registration authorities, generalised statistical information on CPD activities, claims and audit results may be deidentified and reported.

15.2 Where there is not a formal legal agreement in place between the RANZCP and the MBA, the MCNZ or a relevant registration authority, the College will not disclose information on participation in the RANZCP CPD program by a participant without the consent of the participant concerned.

15.3 CPD participants will receive a Certificate of Completion where the minimum requirements of the program have been met and reported to My CPD. This will be available to participants, other than those selected for audit, following the closure of the claim period.

15.4 Where the minimum requirements of the program have not been met, CPD participants will have a statement of activity which provides details of the CPD activities undertaken. This statement of

activity is available at all times to the participant and may be used as evidence of participation in CPD for the purposes of credentialing.

16.0 Definitions:

Classes of membership are defined in the RANZCP Constitution but for the purposes of this policy are interpreted in the following way (16.1-16.8):

- 16.1 Peer: for the purposes of the peer review component of the CPD Program (including peer review groups, practice visits and supervision), a peer is a specialist psychiatrist in practice.
- 16.2 Fellows: qualified psychiatrists who have successfully completed the RANZCP training program or otherwise have met the requirements for Fellowship of the RANZCP and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 16.3 Affiliates: overseas-trained psychiatrists (OTPs) currently working in psychiatry in Australia or New Zealand and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 16.4 Individuals: registered medical practitioners who are neither Fellows nor Affiliates who choose to participate in the RANZCP CPD program and who have paid the appropriate fee. These medical practitioners may have specialist psychiatry training but are not a Fellow or Affiliate of the RANZCP. (Individual participation in CPD does not indicate membership of the RANZCP).
- 16.5 Associate: a trainee currently completing the RANZCP training program in psychiatry. Associates are not required to complete the CPD program.
- 16.6 Member: a member of the RANZCP including Fellows, Affiliates and Associates.
- 16.7 Participants: Fellows, Affiliates, and Individuals who are enrolled in the RANZCP CPD program.
- 16.8 Fellow Exempt: any Fellow who has completed 30 years of membership and has reached the age of 65 who has been granted by the Board an exemption from further fees.
- 16.9 CME: continuing medical education. This term is used to refer to educational activities that focus on medical knowledge.
- 16.10 CPD: Continuing professional development. This term is used to refer to a process of lifelong learning that enables psychiatrists to maintain their ability to practice. It is broader than the acquisition of medical knowledge and recognises that health care is delivered in the context of a system involving many parts, including patients.
- 16.11 CCPD: Committee for Continuing Professional Development, which is the Committee of the RANZCP that oversees the CPD program.
- 16.12 MBA: Medical Board of Australia – the registration board for medical doctors.
- 16.13 AHPRA: Australian Health Practitioner Regulation Agency – the body supporting the 15 national health practitioner registration boards, including the MBA.

- 16.14 AMC: Australian Medical Council – the independent national standards body in Australia for medical education and training.
- 16.15 MCNZ: Medical Council of New Zealand –the registration authority for New Zealand and the independent standards body for New Zealand for medical education and training.
- 16.16 PPF: Professional Performance Framework – the framework being introduced by the MBA outlining the requirements for maintaining registration in Australia.
- 16.17 Bpac NZ Best practice Advocacy Centre New Zealand – an independent organisation with the role of delivering educational and continuing professional development programmes to medical and other health practitioners in New Zealand.

Associated Documents:

CPD Policy and Procedure for CPD Claims
 CPD Policy and Procedure for CPD Audit of Claims
 CPD Policy and Procedure for CPD Peer Review Activities
 CPD Policy and Procedure for CPD Exemption (under review)
 CPD Program Guide
 CPD Frequently Asked Questions
 Medical Board of Australia Building a Professional Performance Framework November 2017
 Medical Council of New Zealand Recertification and continuing professional development November 2017
 Regulation Committee for Continuing Professional Development
 Application for Retired Fellow Status Policy
 POL PRC EDT-TRN Exit and Re-entry Policy and Procedure (30.1)
 Application for withdrawal from or waiving of the CPD Program

Revision Record

Contact:	Manager, Accreditation, CPD and Reporting		
Date	Version	Approver	Description
29/06/11	1.0	GC2011/2 R42	New Document.
12/11/13	1.1	B-OS 12/11/13	Amendments to clearly define what constitutes a peer enrolment for new and retired Fellows.
13/02/16	1.2	B 2016/1 R 7	Amended to reflect new changes to CPD Program following review.
6/10/18	2.0	Board 2018/6 R12	Substantially rewritten to provide greater clarity, and to accommodate the introduction of the online system My CPD and the completion of CPD as a condition of Fellowship.
21/12/2020	2.1	EC Chair	Biannual review ensuring consistency with other CPD Policies
Next Review: 2022			

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